

WORKFORCE ADMINISTRATION
Workforce Innovation and Innovation Act Title IB
Eligible Training Provider List
Policy Broadcast
PB# 15-XXX

This Policy Broadcast is to inform all Local Workforce Development Area (LWDA) staff and interested parties of proposed revisions to Section 600 Eligible Training Provider List (ETPL) of the Workforce Innovation and Opportunity Act (WIOA) Policy Manual. The proposed revisions are identified in **BOLD** print below.

1. The proposed revision to Section 603.02.D includes that adult education providers must be approved by the Arizona Department of Education and includes the link to where the list of approved adult education providers is found online.

Section 603.02

- D. For training providers of adult education and literacy activities that are provided in combination with occupational skills training, **the provider of the adult education must be listed on the Arizona Department of Education's list of Adult Basic Education (ABE) in Basic Reading, Writing & Mathematic Skills & GED® Preparation Classes and no additional licensing is required.** The list can be found online at <http://www.azed.gov/adultedservices/files/2012/05/contactinfoabegedclasses-11415final.pdf>. The provider of the occupation skills training must be licensed if a training license is required by law.
2. The proposed revision to Section 603.03.C clarifies that training providers must have provided training the year prior to applying to the ETPL.

Section 603.03

- C. Training providers must have provided training the **previous year** and for at least one year before applying and have a proven track record of students successfully completing the programs and meeting all state performance standards specified in Section 609. Training providers that have been training in another state for more than a year, and have recently opened a new campus in Arizona do not need to train a year in Arizona to be listed on the ETPL. Registered Apprenticeships do not need to complete a year of training participants to be eligible for the ETPL.

3. The proposed revision to Section 611.02.A requires that the training provider/ programs are removed from the ETPL for any of the following reasons.

Section 611.02

- A. A training provider **must** be removed from the ETPL for the following reasons:
1. All of a training provider's programs have been removed.
 2. The training provider has not maintained required licenses and liability insurance or is found to be noncompliant with the training providers' assurances.
 3. The training provider is not in compliance with the WIOA regulations, or any agreement executed under the WIOA.
 4. The training provider is found knowingly to make false claims to prospective participants about costs or WIOA eligibility.

The proposed revision to Section 608.01.B.2 and 608.02.D requires that the low wage on O*Net Online for the related occupation be used for the minimum entry level wage in the program description in AJC. Additionally, the proposed revision removes language that permits LWDAs from using other sources of Labor Market Information to determine the minimum entry wage for the related occupation.

Section 608.01

- B. Other Required Information on the Application:
1. At least one occupation for which the training program prepares an Individual for employment;
 2. The estimated minimum entry wage for each identified occupation.
The low wage for the related occupation as listed on O*net Online must be used for the minimum entry level wage in AJC. O*Net Online is available at <http://www.onetonline.org/>;
 3. The refund policy for the training program being described and/or a link to the refund policy on the training provider's website (not required for Registered Apprenticeships); and
 4. Information that addresses alignment of the training with in-demand industry sectors and occupations, to the extent possible.
- D. Demand for Related Occupation & Earning Information

LWDAs must determine if the program's related occupation is in demand in the local area.

1. To determine the growth rate of the related occupation, on the following must be used: O*Net Online, using the Wages & Employment Trends for Arizona, and/or <https://laborstats.az.gov>.
2. **The minimum hourly wage listed on AJC must be verified by the LWDA staff using the low wage for the related occupation on O*net Online.**

All requests for clarification should be sent via e-mail by your policy designee to +WIOA QandA or mail to: WIOAQandA@azdes.gov.